



No: NITS/ACAD/26/154

Dated: 04-06-2026

NOTICE

The final year UG/PG students passing out in 2026, who wish to receive the **TRANSCRIPT** on completion of the degree, are hereby informed to submit the online application on the following link:

<https://nitsri.samarth.edu.in/feeportal/index.php/fee/fee-payment-miscellaneous/register-student>

Students are advised to carefully enter their details while submitting the application form (*a Screenshot of the application is enclosed*). Under the “**Details**” tab, the students shall mention the complete postal address, including the Pin Code, as this is required for dispatching the Transcripts, Provisional Degree, etc., through speedpost by the Academic Section. Students are required to pay an online fee of ₹500/- for a transcript application.

Steps to complete the application for a Transcript:

1. Open the link <https://nitsri.samarth.edu.in/feeportal/index.php/fee/fee-payment-miscellaneous/register-student>
2. Write name, personal email address, and mobile number
3. Select the Department, Course
4. Write Enrollment No.
5. Under **Fee** Tab, select TRANSCRIPT in the drop-down
6. Keep item count as 1
7. Under the “**Details**” tab, write the complete postal/residential address, including the Pin Code
8. Type the Captcha (text) and submit the application.
9. Submit the OTP received in the email ID.
10. Pay the required fee of ₹500/- through Credit/Debit card/ Net Banking/UPI

In case of any query, please contact teamerp@nitsri.ac.in


04/06/2026
Assistant Registrar
Academics

Copy to:

1. Dean Academic Affairs
2. Heads of Departments
3. Associate Dean, Academic Affairs (PG)/Examinations / Academic Affairs (eSamarth)
4. Web Developer with a request to upload the Notice on the Institute website under the Student Notification Tab.
5. Notice Boards

Miscellaneous Fee : Student's Only

Name

Email

Mobile

Department

Course

Enrollment No.

Fee

Item Count

Amount

Details

Type the Text

toveya

Save

Track My Payment